

Total Workforce Management Services (TWMS) Quick User Guide

Managing IDPs - Workforce Manager



Periodic updates to the IDP module may not be reflected in this document.

Managing IDPs in TWMS

The Individual Development Plan (IDP):

- is a document created by an employee and his/her supervisor to address training and career plans
 - serves as the "blueprint" for all short-term and long-term training and developmental actions which will enhance the employee's performance and career goals
 - is a living document, and should be reviewed by the employee and supervisor as changes are made due to progress of the employee's professional development and changes or revisions in career objectives
- TWMS allows an employee and their supervisor to develop the employee's IDP by writing specific goals, objectives, and selecting training course titles and/or documenting developmental activities that will support them. The selected course titles and developmental activities should enhance the skills and knowledge for the employee's present position and their future career goals. Course titles are selected from the TWMS Course Catalog and function as the prompt to enroll in the selected course(s). Requests for training are to be in accordance with this plan and subject to funding availability. Developmental activities are manually typed into the IDP and are not courses or programs. Developmental activities are specific activities, events, conferences, actions, etc. for the employee to participate in. Note:

IDP Privileges in TWMS

There are two separate privileges that are available in TWMS related to the (IDP) module:

- IDP Administration - Allows access to the IDP Administration Tool under Tools & Functions
- IDP Management - Allows the user access to and management of the IDP via the "Training/Educ/Cert & Skills" form for all employee's within their scope regardless of the user's supervisory role

If you are listed as a supervisor in TWMS then you will automatically have access to your subordinates' IDP through their "Training/Educ/Cert & Skills" form. You will not need any additional privileges through your existing TWMS account. You can also access your subordinates' IDPs if you have the "My Workforce" view available in your self-service.

This user guide focuses on the Workforce Management side of the IDP module in TWMS and is meant for Supervisors, IDP Administrators, and other related personnel. The employee (self-service) side is detailed in a separate user guide, "My IDP"

Reviewing IDPs

If you are a supervisor or IDP Administrator you will often need to review an IDP for the content that the employee has included for approval. You may need to make changes and/or update some content as you review the IDP. We always recommend that you communicate to the employee the changes that you've made using the Communications tab that is discussed later in this To review an IDP*: guide.

1. From the Home Page click on the name of the employee whose IDP you would like to review.

**You must have the appropriate privileges to view and/or edit IDPs if you are not listed as a supervisor.*

Total Workforce Management Services (TWMS)
Workforce Manager 2.0 // Login: TRAINING.ADMIN Access Level: SYSTEM ADMINISTRATOR
Browsing Employee Records

NAVIGATION:

- HOME
- Login/Logout
- Information:**
 - Contact Us
 - Data Update Status
 - Employee Locator
 - Documentation & Training - **NEW**
 - TWMS Updates
 - Privacy Act Statement
- ACTIONS:**
 - Add/Gain an Employee
 - Ad-Hoc Reporter
 - Dashboard View
 - HRO Tools
 - Manage Billets
 - MILPERS Records Admin
 - CBCA: Manage Missions
 - Manage Non-Navy Personnel
 - Muster Employees
 - Report Services
 - System Administration
 - Tools/Functions
 - View/Update your Profile

Record Status: ALL **Employee Type:** All Types **Last Name:** **First Name:** **Middle Name:** **UIC/ORG:** Assigned demo1 **UIC:** **ORG:** **Sort Order:** Name **Find**

EMPLOYEE TYPE

EMPLOYEE NAME	Assigned UIC	Assigned ORG	TITLE	BIN	BSC	EMPLOYEE TYPE
AAAAA, BBBBBBBB C	DEMO1	N6	PROGRAMMER ANALYST			CIVILIAN-APF
ADAM, ROBERT LT	DEMO1	N3	STAR FLEET COMMANDER			ACTIVE DUTY
BANVILLE, JOHN	DEMO1	N3	SYSTEM TECH	DEMO103	20410	CONTRACTOR
BRAID, JAMES MA3	DEMO1	N64	INFO SYS TECH			ACTIVE DUTY
BRUCE, JAMES AC2	DEMO1	N15	EDUCATION ANALYST			ACTIVE DUTY
BUCHAN, JOHN EM3	DEMO1	N16	DATABASE ADMINISTRATOR			CIVILIAN-NAF
BURKE, EDMUND	DEMO1	N61	BUSINESS ANALYST	DEMO001	80011	CONTRACTOR
CARR, MARTHA	DEMO1	N3	INFO SYS TECH			ACTIVE DUTY
CARRON, WILFRED	DEMO1	N4	MANAGEMENT ANALYST	DEMO002	80011	CIVILIAN-APF
CAYCE, EDGAR	DEMO1	N15	COMPUTER TECHNICIAN			CIVILIAN-NAF
COLLINS, MICHAEL	DEMO1	N61	COMPUTER REPAIR SPECIALIST			ACTIVE DUTY
CONOLLY, JAMES	DEMO1	N6	COMPUTER REPAIR SPECIALIST			CONTRACTOR
CRISP, DONALD OS1	DEMO1	N63	W			CIVILIAN-APF
DA NOSTRADAMUS, MICHEL	DEMO1	N11	EDUCATION TECHNICIAN			CONTRACTOR
DEJIL, JOHN	DEMO1	N64		DEMO110	96420	ACTIVE DUTY
DOUGLAS, DAVID AC1	DEMO1	N322		DEMO101	39600	CIVILIAN-APF
DRACOLYA, VLAD J	DEMO1	N06	ADMIN	DEMO101	39600	CIVILIAN-APF
DRACOLYA, VLAD J	DEMO1	TEST	ADMIN	DEMO101	39600	CIVILIAN-APF
EMELIANENKO, FEDOR IT2	DEMO1	N64	LAN ADMIN			ACTIVE DUTY
FOXHOUND, SID	DEMO1	N9	FOOD TASTER			CONTRACTOR
GERMANICUS, GAIUS CAESAR AUGUSTUS	DEMO1	NXX	COMPUTER TECHNICIAN	DEMO104	20410	CIVILIAN-APF
GERMANICUS, TIBERIUS C	DEMO1	N71	EDUCATION TECHNICIAN	DEMO107	11110	CONTRACTOR
GOLDENKOV, MIKHAIL	DEMO1	N62A	FELINE INSPECTOR			CONTRACTOR
GRACIE, RICKSON SH2	DEMO1	N15	Hand to Hand Combat Instructor			ACTIVE DUTY
QUEVARA, ERNESTO C IT1	DEMO1	N3				ACTIVE DUTY
GYATSO, TENZIN	DEMO1	N6	BUDDHIST PRIEST			CONTRACTOR
HAYES, CATHERINE	DEMO1	N62	DATABASE SPECIALIST			CIVILIAN-NAF
JAMES, JOYCE	DEMO1		GHOST WRITER			CONTRACTOR
JORDAN, NEIL	DEMO1	N11	ADMIN ASSISTANT			CONTRACTOR
KAKA, FRANZ	DEMO1		JOURNALIST			ACTIVE DUTY
LASTNAME, FIRSTNAME T	DEMO1	N6	TECH LEAD			CONTRACTOR
MARTIN, JULIA	DEMO1	N6	TELECOMMUNICATIONS SPECIALIST			CONTRACTOR
MERRIK, JOSEPH	DEMO1	N001	WEBMASTER			CIVILIAN-APF
MOUSE, MICKEY M	DEMO1	N3AT	POLICE OFFICER			CIVILIAN-APF
mouse, mickey m	DEMO1	NXX	title			CIVILIAN-APF
MOUSE, MINL	DEMO1	N3	ACTRESS			CIVILIAN-APF

TOTALS: CIV-APF: 0 • CIV-FND: 0 • CIV-FNI: 0 • CIV-NAF: 0 • Military Active: 0 • Military Reserve: 0 • Contractor: 0
 Check-In Required Check-Out Required Overdue Gain/Loss


Page: 1

Reviewing IDPs

All IDPs can be accessed from the employee's Training/Educ/Cert & Skills form.

2. Click the **Training/Educ/Certs & Skills** button to view the training form for the selected employee.



**Total Workforce Management Services (TWMS)**
Workforce Manager 2.0 // Login: TRAINING.ADMIN Access Level: SYSTEM ADMINISTRATOR
General Information

NAVIGATION:
[HOME](#)
[Login/Logout](#)
[General Information](#)
[Assignment/Position Info](#)
[Perm/Retained Grade Info](#)
[Benefits/Pay/Leave Info](#)
[Pay History](#)
[Training/Educ/Cert & Skills](#)
[Personal/Recall Information](#)
[Security Clearance Info](#)
[Work History](#)
[Awards Info](#)
[Military Information](#)
[Disciplinary Information](#)
[Acquisition Workforce Info](#)
[CyberSecurity Workforce Info](#)
[Uploaded Documents](#)
[DFWP](#)
[Data Exceptions/Changes](#)
Information:
[Contact Us](#)
[Data Update Status](#)
[Employee Locator](#)
[Documentation & Training - NEW](#)
[TWMS Updates](#)
[Privacy Act Statement](#)

ACTIONS:
[Add/Gain an Employee](#)
[Ad-Hoc Reporter](#)
[Dashboard View](#)
[HRO Tools](#)
[Manage Billets](#)
[CBCA: Manage Missions](#)
[Manage Non-Navy Personnel](#)
[Muster Employees](#)
[Report Services](#)
[System Administration](#)
[Tools/Functions](#)
[View/Update your Profile](#)

NAMESSAN**OFFICIAL RECORD UIC/ORG****ASSIGNED-MUSTER UIC/ORG****EMPLOYEE TYPE**

CAYCE, EDGAR SR000000028DEMO1 / NO2DEMO1 / N15CIVILIAN-APF

TITLE**PAY PLAN/SCHED****OCC SRS/GROUP****GRADE/PAY BAND****TARGET**

MANAGEMENT ANALYSTES03431010

GENERAL INFORMATION

EMPLOYEE STATUS:Active - On Board

WORK SCHEDULE:Full TimeWEEKLY HOURS:40

TELEWORKER:YESTELEWORK SHIFT:

TELEWORK ELIGIBILITY:Not Surveyed

WORK SHIFT:WORK SHIFT TYPE:

ORIG APPT AUTH CODE1:(BWA) OPM Delegation Agr. _____. Cert NoAPPOINTMENT TYPE:Competitive - Career-Conditional

TENURE GROUP:2 - ConditionalRIF SUB GROUP:

PAYROLL ORG CODE:714PAY RATE DETERMINANT:(0) Regular Rate

VETERANS PREF:NoneVETERANS PREF RIF:None

VETERAN STATUS:Not A VeteranANNUITANT STATUS:Not Applicable

BARGAINING UNIT (BUS):0010-UnknownSPECIAL PROGRAM ID:Not Applicable

TRAINING PROGRAM ID:Not ApplicableCOMMAND SPECIAL PROGRAM:None/Not Applicable

IMMEDIATE SUPERVISOR

NAME:MICHAEL WOLFE

SelectClear

ORG CODE:N621WORK PHONE:619-532-4365

WORK LOCATION

BASE LOCATION:New Orleans, LA, United States

Select

BUILDING NUMBER:791ROOM NUMBER:543FLOOR NUMBER:CUBICLE/SPACE:

DATES

SCD LEAVE:9/12/1997SCD CIV:9/12/1997SCD RIF:9/12/1997

DATE LAST PROMOTED:12/14/2003LAST EQUIVALENT DATE (LEQ):12/14/2003WGI ELIGIBLE DATE:6/12/2005

DATE EOD NAVY/USMC:7/6/1998DATE EOD CURRENT COMMANDDATE START PRESENT POSITION:10/3/2004

DATE PROB\TRIAL PERIOD ENDS:N/ADATE CONVERSION TO CAREER DUE:10/3/2007DATE SUPV/MGR PROBATION EXPIRES:N/A

DATE TEMP PROMOTION EXPIRES:N/ADATE TEMP REASSIGNMENT EXPIRES:N/ADATE SES PROBATION EXPIRES:N/A

DATE LWOP EXPIRES:N/ADATE VRA CONVERSION DUE:N/ADATE PROMOTION ELIGIBLE DATE:N/A

DATE TEMP APPOINTMENT EXPIRES:N/ADATE LIMITED APPOINTMENT EXPIRES:N/ADATE RECRUITMENT RELOCATION AGR EXPIRES:N/A

DATE OVERSEAS TOUR EXPIRES:N/ALQA EFFECTIVE DATE:N/ADATE APPOINTED TO EXEC SVC:N/A

Update

Separate Employee

Reviewing IDPs

If you are the supervisor for this employee or you have the proper privilege you will have access to their IDP.

3. Click the **IDP** tab.

Total Workforce Management Services (TWMS)
Workforce Manager 2.0 // Login: TRAINING.ADMIN Access Level: SYSTEM ADMINISTRATOR

Completed Training

** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE **
** Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties **

NAVIGATION:

- HOME
- Login/Logout
- General Information
- Assignment/Position Info
- Perm/Retained Grade Info
- Benefits/Pay/Leave Info
- Pay History
- Training/Educ/Cert & Skills
- Awards/Quals Info
- Personal/Recall Information
- Security Clearance Info
- Work History
- Awards Info
- Military Information
- Disciplinary Information
- Acquisition Workforce Info
- CyberSecurity Workforce Info
- Assigned Assets
- Uploaded Documents
- DFWP
- Data Exceptions/Changes
- Information:**
- Contact Us
- Data Update Status
- Employee Locator
- Documentation & Training - NEW**
- TWMS Updates
- Privacy Act Statement

ACTIONS:

- Add/Gain an Employee
- Ad-Hoc Reporter
- Dashboard View
- HRO Tools
- Manage Billets
- CBCA: Manage Missions
- Manage Non-Navy Personnel
- Muster Employees
- Report Services
- System Administration
- Tools/Functions
- View/Update your Profile

NAME	SSAN	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	000000028	DEMO1 / NO2	DEMO1 / N15	CIVILIAN-APP

TITLE	PAY PLAN/SCHED	OCC SRS/GROUP	GRADE/PAY BAND	TARGET
MANAGEMENT ANALYST	ES	0343	10	10

TRAINING CERTIFICATIONS/PROGRAMS AGREEMENTS EDUCATION LANGUAGES IDP

Completed Training • Training Archive • Training Requirements • Projected Training

Add a Training Record

Print/Export Training History: [Excel](#) [PDF](#)

Sort: Date Completed Desc

Completed Training for the past 2 years.
For training older than 2 years, click on Training Archive

Course Title	Course ID	Training Data Source	Date Completed	Date to NTMPS	Hours	CEUs	
Building Monitor Indoctrination Training-NAVFAAC (CEU:)	TWMS-506550	MANAGER PROVIDED	10/25/2012		1	0	View
101: GATEWAY SHAREPOINT INTRODUCTION (CEU: 0)	TWMS-SP101	MANAGER PROVIDED	5/17/2012		1	0	View
Budgeting Principles Part A (CEU: 0)	twms-182-4528	SF182 PROCESS	4/10/2012		16	0	View
FINANCIAL MANAGEMENT 101 TRAINING (CEU: 0)	DCPDS-192174	SF182 PROCESS	3/6/2012		4	0	View
CLC 058 (DAU) INTRODUCTION TO CONTRACT PRICING (CEU: 0)	DCPDS-486762	DCPDS-VALIDATED	12/12/2011		2	0	View
CLC 024 (DAU) BASIC MATH TUTORIAL (CEU: 0)	DCPDS-74656	DCPDS-VALIDATED	12/5/2011		1	0	View
Testtesttest (CEU: 0)	twms-182-2675	SF182 PROCESS	8/9/2011		1	0	View
2011 Organic Solvent Degreaser Training (CEU: 0)	TWMS-421367	TWMS	8/8/2011	8/11/2011	1	0	View Certificate
FINC7000D: INTRODUCTION TO FINANCIAL MANAGEMENT (CEU: 0)	DCPDS-374556	SF182 PROCESS	6/22/2011		0	0	View
COUNTERINTELLIGENCE SPECIAL AGENT (MOS 97B) (CEU: 0)	301 M15 (244-97B10)	MANAGER PROVIDED	4/7/2011		1	0	View
PERSONALLY IDENTIFIABLE INFORMATION (PII) (CEU: 0)	DOD-PII-V1	MANAGER PROVIDED	1/11/2011		1	0	View
1303 MASTERING MS VISUAL BASIC 6.0 (CEU: 0)	DCPDS-105886	SF182 PROCESS	1/3/2011		0	0	View
INTRO TO FINANCIAL MANAGEMENT (CEU: 0)	DCPDS-76391	SF182 PROCESS	12/17/2010		24	0	View
(U) ADVANCED CUSTOMIZATION IN EXCEL 2003 (CEU: 0)	119829_ENG	SF182 PROCESS	12/17/2010		24	0	View
70-222 MIGRATING FROM MICROSOFT WINDOWS NT 4.0 TO MICROSOFT WINDOWS 2000 (CEU: 0)	TP70222_ENG	SF182 PROCESS	12/17/2010		0	0	View
NAVY HOUSING REFERRAL PROGRAM (CEU: 0)	TWMS-99551	MANAGER PROVIDED	10/6/2010		1	0	View
2009 PERSONALLY IDENTIFIABLE INFORMATION (PII) TRAINING (CEU: 0)	DCPDS-97848	MANAGER PROVIDED	7/22/2010		2	0	View
PERSONALLY IDENTIFIABLE INFORMATION TWMS-DOD-PII-V1 (CEU: 0)	DCPDS-90839	MANAGER PROVIDED	7/13/2010		2	0	View
EEO POSH (CEU: 0)	DCPDS-75320	MANAGER PROVIDED	6/3/2010		2	0	View
POSH FY10 (CEU: 0)	DCPDS-91258	MANAGER PROVIDED	4/13/2010		1	0	View
EMERGENCY OPERATIONS CENTER (EOC) INCIDENT MANAGEMENT TEAM (IMT) COURSE (CEU: 0)	S-540-1000	MANAGER PROVIDED	4/13/2010		2	0	View
TOWER CLIMBER AND TOWER RESCUE (CEU: 0)	DCPDS-77206	MANAGER PROVIDED	4/10/2010		4	0	View
INTRO TO FINANCIAL MANAGEMENT (CEU: 0)	DCPDS-76391	SF182 PROCESS	3/16/2010		24	0	View
POSH FY10 (CEU: 0)	DCPDS-91258	MANAGER PROVIDED	3/16/2010		2	0	View
1994 POSH TRAINING (CEU: 0)	DCPDS-86666	MANAGER PROVIDED	3/16/2010		2	0	View
ANNUAL COUNTERINTELLIGENCE AWARENESS BRIEFING (CEU: 0)	NCIS-CI-A	MANAGER PROVIDED	2/25/2010		1	0	View

Reviewing IDPs

The IDP form now displays for approval and/or updating. It is divided by tabs which helps to both organize the information and communicate changes between the employee, their supervisor and the IDP Coordinator. The first tab, "Position Information", is the default view and is shown below. Data here is read-only.

Click here to collapse/expand general IDP information. Demographic information pulled in from the employee's TWMS record is displayed in the header. The status of the IDP is shown here. New IDPs have no status. View other IDP information via these tabs.

Position information pulled in from the employee's TWMS record is displayed here as required for this position. External links pertaining to competencies or other development activities are listed here.

The Individual Development Plan (IDP):

- is a document created by an employee and his/her supervisor to address training and career plans
- serves as the "blueprint" for all short-term and long-term training and developmental actions which will enhance the employee's performance and career goals
- is a living document and should be reviewed by the employee and supervisor as changes are made due to progress of the employee's professional development and changes or revisions in career objectives

TWMS allows both the employee and their supervisor to develop the employee's IDP by writing specific goals, objectives, and selecting training course titles and/or documenting developmental activities that will support them. The selected course titles and developmental activities should enhance the skills and knowledge in their present position and also support the employee's future career goals. Course titles are selected from the TWMS Course Catalog and function as the prompt to enroll in the selected course(s). Requests for training are to be in accordance with this plan and subject to funding availability. Developmental activities are manually typed into the IDP and are not courses or programs. Developmental activities are specific activities, events, conferences, actions, etc. for the employee to participate in.

Note: Approved SF182 forms, not this IDP, compile the employee's official record of training and academic achievements.

Employee Demographics			
Name	CAYCE, EDGAR	Employee Type	CIVILIAN-APP
Official UIC	DEMO1	Official Org code	N02
Assigned UIC	DEMO1	Assigned Org code	N15

2013 IDP

Status: Updated

Position Information Goals and Objectives Mandatory Training KSA Selection Short Range Training Long Range Training DAWIA Training Submit/Approve Communications IDP History

Position Level:	<input checked="" type="radio"/> Non Supervisory <input type="radio"/> Manager <input type="radio"/> Supervisor			
Organization Mailing Address:	123 Hull st., San Diego, CA 92128			
Work E-Mail:	edgar.cayce@navy.mil	Official Telephone:	(504) 555-1212	
Date Start the Position	Type of Appointment	BIN	Education Level	Supervisor Name
10-03-2004	Competitive - Career-Conditional	DEMO002	Two years college	MICHAEL WOLFE
Defense Acquisition Workforce Improvement Act (DAWIA) Requirement				
Critical Acquisition Position? (Y/N)	Key Leadership Position? (Y/N)		DAWIA Career Field	Level
N	N (Not Designated Emergency-Essential Or Key)			
Professional Competency Level	Assess Current Competencies			
0	Department of the Navy Competency Model CNIC Center for Workforce Development CNIC Competency Definitions Dec 08 DAWIA Career Development			

An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.

For Official Use Only *Safeguard in accordance with the provisions of the Privacy Act*

Reviewing IDPs

Short range goals, long range goals, and expected objectives are shown here.

4. Click the **Goals and Objectives** tab to display the information shown here.

Individual Development Plan

Employee Demographics

Name	CAYCE, EDGAR	Employee Type	CIVILIAN-APP
Official UIC	DEMO1	Official Org code	N02
Assigned UIC	DEMO1	Assigned Org code	N15

2013 IDP

Status: Approved

Goals and Objectives

Short Range Goals (Summarize desired professional or career goals for the next zero to two years)

Build skills in oral and written communication.

Long Range Goals (Summarize desired professional or career goals for the next three to five years)

Expected Objectives

Attend relevant courses and participate in developmental activities that will increase my communication skills.

Save

5. Click the **Save** button if you make any changes.

An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.
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Reviewing IDPs

All completed training, outstanding training requirements, and required training and/or certifications associated with the employee are shown here. Information displayed here is read only.

- Click the **Mandatory Training** tab to display the information shown here.

Individual Development Plan

Employee Demographics

Name	CAYCE, EDGAR	Employee Type	CIVILIAN-APF
Official UIC	DEMO1	Official Org code	N02
Assigned UIC	DEMO1	Assigned Org code	N15

2013 IDP

Status: Approved

Position Information | Goals and Objectives | **Mandatory Training** | KSA Selection | Short Range Training | Long Range Training | DAWIA Training | Submit/Approve | Communications | IDP History

Outstanding Required Training

ID	Requirement	Required By
2778	Red Bugs Awareness Training	09/30/2013

Billet Required Training

Course Title	CIN	Start Date	End Date	Delivery Method	Course Hours	Direct \$ Cost
CORE WINDOWS CLIENT DEV WITH MS VISUAL STUDIO	DCPD5-326878			APF	1	

Billet Required Certifications

Qualification Id	Qualification Type	Description
		MICROSOFT CERTIFIED SYSTEMS ENGINEER (MCSE)

Completed Training

	Course Title	ID /Course Number code	Due/Training End Date	\$ Cost	SF182 Approved	Date Last Modified
Detail	ANNUAL COUNTERINTELLIGENCE AWARENESS BRIEFING	67830	2012-11-14			2012-11-14
Detail	Building Monitor Indoctrination Training	506550	2012-10-31	\$0.00		2012-10-31
Detail	101: GATEWAY SHAREPOINT INTRODUCTION	71350	2012-05-17			2012-05-17
Detail	Budgeting Principles Part A	494861	2012-04-10			2012-04-10
Detail	FINANCIAL MANAGEMENT 101 TRAINING	192174	2012-03-06			2012-03-06
Detail	CLC 058 (DAU) INTRODUCTION TO CONTRACT PRICING	486762	2011-12-12	\$0.00		2011-12-12
Detail	CLC 024 (DAU) BASIC MATH TUTORIAL	74656	2011-12-05	\$0.00		2011-12-05
Detail	Testtesttest	480647	2011-08-09			2011-08-09
Detail	2011 Organic Solvent Degreaser Training	421367	2011-08-08	\$0.00		2011-08-08
Detail	FINC70000: INTRODUCTION TO FINANCIAL MANAGEMENT	374556	2011-06-22	\$0.00		2011-06-22
Detail	COUNTERINTELLIGENCE SPECIAL AGENT (MOS 97B)	34670	2011-04-07			2011-04-07
Detail	PERSONALLY IDENTIFIABLE INFORMATION (PII)	92624	2011-01-11			2011-01-11
Detail	1303 MASTERING MS VISUAL BASIC 6.0	105886	2011-01-03			2011-01-03
Detail	INTRO TO FINANCIAL MANAGEMENT	76391	2010-12-17	\$0.00	1	2010-12-17
Detail	(U) ADVANCED CUSTOMIZATION IN EXCEL 2003	73575	2010-12-17	\$0.00	1	2010-12-17
Detail	70-222 MIGRATING FROM MICROSOFT WINDOWS NT 4.0 TO MICROSOFT WINDOWS 7	68474	2010-12-17	\$0.00	2	2010-12-17

An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.

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Reviewing IDPs

The Goals and Objectives discussed previously will help you or the employee select specific KSAs to add to this IDP. Many KSAs to be selected are based upon a pre-selected Competency and Service-Provider level within a specific Community. Please refer to the “My IDP” user guide for more information.

7. Click the **KSA Selection** tab to display the information shown here.

8. If necessary, select the Community, Competency, and Competency Level and then select the

Note: For further details regarding the KSA Selection tab please refer to the “My IDP” user guide.

Individual Development Plan

Employee Demographics

Name	CAYCE, EDGAR	Employee Type	CIVILIAN-APP
Official UIC	DEMO1	Official Org code	N02
Assigned UIC	DEMO1	Assigned Org code	N15

2013 IDP

Status: Approved

Position Information | Goals and Objectives | Mandatory Training | **KSA Selection** | Short Range Training | Long Range Training | DAWIA Training | Submit/Approve | Communications | IDP History

Evaluate

Community: Administration

Competency: Analyzing Data or Information

Competency Level:

Update IDP

* Self Evaluation is a projection by the employee ONLY. Corresponding trainings or courses will automatically appear in your IDP. Your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.*

An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.

For Official Use Only *Safeguard in accordance with the provisions of the Privacy Act*

Reviewing IDPs

Every Competency/KSA listed on this section of the IDP will be associated with a short range training entry. These training entries must include either a course title or a Developmental Activity to support the selected Competency/KSA. Course titles are selected from the TWMS Course Catalog while Developmental Activities are entered manually. Short range training is defined as those events taking place within two years.

9. Click the **Short Range Training** tab to display the information shown here.

10. If necessary, delete or edit the Competency/KSAs listed here or add new ones. If you want to create an SF182 associated with any

Note. Competency/KSA then look for those steps later in this guide, or editing Competency/KSAs or Course Titles please

Individual Development Plan

Employee Demographics

Name	CAYCE, EDGAR	Employee Type	CIVILIAN-APP
Official Org	DEMO1	Official Org code	N02
Assigned UIC	DEMO1	Assigned Org code	N15

2013 IDP

Status: Approved

Position Information | Goals and Objectives | Mandatory Training | KSA Selection | **Short Range Training** | Long Range Training | DAWIA Training | Submit/Approve | Communications | IDP History

Short Range Training/Developmental Activities (0-2 years, 24 month period starting in the beginning of the current fiscal year)
(Priority 1 =Mission Essential or to Improve Unacceptable Performance, 2 =Professional Development, 3 =Career Enrichment)

Select	Competency KSA	Description of Developmental Activities	Course Title	CIN	Priority	Anticipated Completion	Training Institution	Estimated \$ Cost	Actual \$ Cost	SF182 Aprvl	Date Completed	Date Last Modified
<input type="radio"/>	Skill in effective		Business Writing for Results	WRIT-24000-001	2	2012-12-28		\$0.00	\$0.00			2012-10-17
<input type="radio"/>	Skill in effective		THE NEGOTIATION PROCESS	COMM0503		2013-01-31		\$0.00	\$0.00			2012-11-15

Add Short Range Training | Delete Short Range Training | Edit Short Range Training | Add/Edit SF182

An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.

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Reviewing IDPs

Every Competency/KSA listed on this section of the IDP will be associated with a long range training entry. These training entries must include either a course title or a Developmental Activity to support the selected Competency/KSA. Course titles are selected from the TWMS Course Catalog while Developmental Activities are entered manually. Long range training is defined as those events projected to take longer than two years to complete.

11. Click the **Long Range Training** tab to display the information shown here.

12. If necessary, delete or edit the Competency/KSAs listed here or add new ones. If you want to create an SF182 associated with any

Note. Competency/KSA then look for those steps later in this guide, or editing Competency/KSAs please refer to the

Individual Development Plan

Employee Demographics

Name	CAYCE, EDGAR	Employee Type	CIVILIAN-APF
Official UIC	DEMO1	Official Org code	N02
Assigned UIC	DEMO1	Assigned Org code	N15

2013 IDP

Status: Approved

Position Information | Goals and Objectives | Mandatory Training | KSA Selection | Short Range Training | **Long Range Training** | DAWIA Training | Submit/Approve | Communications | IDP History

Long Range Training/Developmental Activities (3-5 years)
(Priority 1 =Mission Essential or to Improve Unacceptable Performance, 2 =Professional Development, 3 =Career Enrichment)

Select	Competency KSA	Description of Developmental Activities	Course Title	CIN	Priority	Anticipated Completion	Training Institution	Estimated \$ Cost
(Required field Anticipated Completion Date, must be after a 24 month period starting in the beginning of the current fiscal year)								

Add Long Range Training | Delete Long Range Training | Edit Long Range Training

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Reviewing IDPs

If the employee is a member of the acquisition workforce then all DAWIA Training they completed will be listed here. Additional course titles that the employee has already added to this IDP will also be displayed. You can delete or edit these course titles or add other course titles to this list that the employee must complete.

13. Click the **DAWIA Training** tab to display the information shown here.

14. If necessary, delete or edit the course titles listed here or add new ones. If you want to create an SF182 associated with any of these, then look for those steps later in this guide.

Note: For further details regarding adding, deleting, or editing course titles please refer to the "My IDP" user guide.

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Linking a KSA to an SF182

Sometimes it is necessary for an employee to fulfill a Competency/KSA by enrolling in and taking a course offered by your local command or a vendor. IDPs allow you or the employee to link a course title associated to a Competency/KSA from a short range or long range training to an SF182. As you may know, the SF182 allows for the necessary approvals for enrolling in a course and, in TWMS, it is electronically routed for these approvals. Once all approvers have electronically signed the employee's SF182 then any changes to it will automatically update the short range or long range training in the IDP.

1. Select the Competency/KSA you want to link to an SF182.

2. Click the **Add/Edit SF182** button.

Individual Development Plan

Employee Demographics

Name	CAYCE, EDGAR	Employee Type	CIVILIAN-APF
Official UIC	DEMO1	Official Org code	N02
Assigned UIC	DEMO1	Assigned Org code	N15

2013 IDP

Status: Approved

Position Information | Goals and Objectives | Mandatory Training | KSA Selection | Short Range Training | Long Range Training | DAWIA Training | Submit/Approve | Communications | IDP History

Short Range Training/Developmental Activities (0-2 years, 24 month period starting in the beginning of the current fiscal year)
(Priority 1 =Mission Essential or to Improve Unacceptable Performance, 2 =Professional Development, 3 =Career Enrichment)

Select	Competency KSA	Description of Developmental Activities	Course Title	CIN	Priority	Anticipated Completion	Training Institution	Estimated \$ Cost	Actual \$ Cost	SF182 Aprvl	Date Completed	Date Last Modified
<input checked="" type="radio"/>	Skill in effective		Business Writing for Results	WRIT-24000-001	2	2012-12-28		\$0.00	\$0.00			2012-10-17
<input type="radio"/>	Skill in effective		THE NEGOTIATION PROCESS	COMM0503		2013-01-31		\$0.00	\$0.00			2012-11-15

Add Short Range Training | Delete Short Range Training | Edit Short Range Training | **Add/Edit SF182**

An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.*

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Linking a KSA to an SF182

A new window will display a partially completed SF182 linked to the selected Competency/KSA. First, you will need to add the Training Start Date in order to save this SF182.

3. Enter the start date for this training.
4. Click the **Save** button.

The screenshot shows the 'SF182' form interface. At the top, there are tabs for 'Section A - Trainee', 'Section B - Trainee Course', 'Section C - Cost And Billing', 'Route SF182', and 'Upload Document'. Below these tabs are buttons for 'View/Print PDF' and 'Save'. The 'Save' button is highlighted with a red rectangle. An arrow points from the '3. Enter the start date for this training.' instruction to the 'Training Start Date' field, which is also highlighted with a red rectangle. Another arrow points from the '4. Click the Save button.' instruction to the 'Save' button. The form contains various fields for trainee information, including 'Training Dates', 'Applicant(s) Name', 'Applicant's (UIC/OrgCode/CostCenter)', 'Position Level', 'Organization Mailing Address', 'Office Telephone', 'Work Email Address', 'Position Title', 'Does applicant need special accommodation?', 'Type of Appointment', 'Education Level', 'Pay Plan', 'Series', 'Grade', and 'Step'.

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Linking a KSA to an SF182

After you have saved your SF182 then you can complete the remaining information required to route it for electronic approval. If an SF182 Coordinator has access to the SF182s for this employee then they can also complete this SF182 and route it.

Feedback will let you know this SF182 has been saved.

5. Complete all the required information related to the training course.

6. Click the **Save** button.

Note: For more information about the steps to complete an SF182 please refer to the TWMS user guide for that topic.

The screenshot shows the TWMS SF182 form with the following sections and fields:

- Instructions:** Record has been saved.
- Section A - Trainee** (selected)
- Section B - Trainee Course** (selected)
- Section C - Cost And Billing**
- Route SF182**
- Upload Document**
- View/Print PDF**
- Save** (highlighted)
- Section B - Trainee Course Information**
 - Select Course**: Select Course from TWMS (Business Writing for Results WRIT-24000-001)
 - Name and Mailing Address of Training Vendor**: MCW & Associates, 123 Harbor Dr., San Diego, CA 92132
 - Location of Training Site**: MCW & Associates, 123 Harbor Dr., San Diego, CA 92132
 - Vendor Telephone Number**: (619) 555-1212
 - Vendor Email Address**
 - Course Number Code (CIN)**
 - Continued Service Agreement Expiration**
 - Training Objective**: This course will enable the student to more effectively develop a wide variety of writing tasks.
 - AGENCY USE ONLY**
 - Back to List**

IDP Messages & Transactions

It is easy to communicate any questions or comments about or changes to an IDP. Any notes or messages that you post can be viewed in the Communications tab by the employee, the supervisor, and the IDP Coordinator. You will also be able to see a history of changes and all notes relating to this IDP.

To write a message to others and to view changes regarding this IDP:

1. Click the **Communications** tab.
2. Write your message here.
3. Click **Save**.
4. Click the expand link. A running history of all transactions and messages relating to this IDP will be displayed here.

The screenshot displays the 'Individual Development Plan' interface. At the top, there's a header with icons and the title 'Individual Development Plan'. Below this is a section for 'Employee Demographics' with a table containing fields like Name, Official UIC, Assigned UIC, Employee Type, Official Org code, and Assigned Org code. The main area has a 'Status: Approved' indicator and a series of tabs: Position Information, Goals and Objectives, Mandatory Training, KSA Selection, Short Range Training, Long Range Training, DAWIA Training, Submit/Approve, **Communications** (highlighted with a red box), and IDP History. Below the tabs is a 'Communication Message' form with a text area containing 'Hi Mike, I found some additional training vendors for the writing class we were talking about last week.' and a 'Save' button (highlighted with a red box). Below the form is the 'IDP Transaction History' section, which includes a table with columns: idx, Created By, Date Added, Message, and KSA. The table lists several transactions, including 'Deleted Short Range Trainings' and 'Updated Short Range Trainings'. A red box highlights the entire transaction history table.

idx	Created By	Date Added	Message	KSA
192115	Employee	10/17/2012 10:15:00 AM	Deleted Short Range Trainings.	Knowledge of the principles of content and records management
192060	Employee	10/17/2012 9:12:00 AM	Updated Short Range Trainings.	Skill in effective oral and written communications
192040	Employee	10/17/2012 8:11:00 AM	Updated Short Range Trainings.	Knowledge of the principles of content and records management
192037	Employee	10/17/2012 8:10:00 AM	Deleted Short Range Trainings.	Knowledge of methods and practices for troubleshooting, recovering, adjusting, modifying, and improving IT system
192038	Employee	10/17/2012 8:10:00 AM	Deleted Short Range Trainings.	Knowledge of pertinent Government laws and IT regulations
192039	Employee	10/17/2012 8:10:00 AM	Deleted Short Range Trainings.	Knowledge of systems design standards, policies, and authorized approaches
192034	Employee	10/17/2012 8:05:00 AM	Saved Short Range Trainings.	Knowledge of the principles of content and records management
192030	Employee	10/17/2012 7:49:00 AM	Deleted Short Range Trainings.	Knowledge of processes, principles, concepts, policies, and objectives applicable to a program or administrative area
192029	Employee	10/17/2012 7:49:00 AM	Deleted Short Range Trainings.	Ability to develop, install, or advise on financial or other management control programs for operations
191851	Employee	10/16/2012 3:22:00 PM	Added Short Range Trainings.	Ability to develop, install, or advise on financial or other management control programs for operations

Approving an IDP

Supervisors will receive emails from their subordinates each time they digitally sign their IDP. Clicking the link in the email will open the IDP of that employee. The supervisor can then make changes to and/or approve the IDP.

To approve an IDP*:

1. Click on the link from the email that you receive.



**You must be a supervisor of employees in order to approve IDPs.*

Approving an IDP

This employee's IDP will open in a new window. You will now be able to review it, make any necessary changes, and/or approve it. After approving the IDP, the employee can begin to complete the various goals, objectives, and KSAs.

2. For each tabbed section, review the information this employee has included in their IDP. For more information, follow the steps found earlier in this guide.

Individual Development Plan

Employee Demographics

Name	CAYCE, EDGAR	Employee Type	CIVILIAN-APF
Official UIC	DEMO1	Official Org code	N02
Assigned UIC	DEMO1	Assigned Org code	N15

2013 IDP

Status: Pending Supervisor Approval

Position Information | Goals and Objectives | Mandatory Training | KSA Selection | Short Range Training | Long Range Training | DAWIA Training | **Submit/Approve** | Communications | IDP History

Position Level:	<input checked="" type="radio"/> Non Supervisory <input type="radio"/> Manager <input type="radio"/> Supervisor			
Organization Mailing Address:	123 Hull Ave, San Diego, CA 92128			
Work E-Mail:	edgar.cayce@navy.mil	Official Telephone:	(504) 555-1212	
Date Start the Position	Type of Appointment	BIN	Education Level	Supervisor Name
10-03-2004	Competitive - Career-Conditional	DEMO002	Two years college	MICHAEL WOLFE

Defense Acquisition Workforce Improvement Act (DAWIA) Requirement

Critical Acquisition Position? (Y/N)	Key Leadership Position? (Y/N)	DAWIA Career Field	Level
N	N (Not Designated Emergency-Essential Or Key)		

Professional Competency Level

Assess Current Competencies

Department of the Navy Competency Model | CNIC Center for Workforce Development | CNIC Competency Definitions Dec 08 | DAWIA Career Development

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4. Click the **Submit/Approve** tab.

Approving an IDP

The first step in approving an IDP is selecting the IDP Review Phase. Be sure to add any comments that may be helpful, and select the appropriate checkboxes if you want this employee to have a mentor and/or a developmental assignment. After approving this IDP an email will be sent to the employee and, if checked, additional emails will be sent about mentoring and developmental assignments.

Only IDPs having the "Pending Supervisor Approval" status can be approved.

Click here to collapse/expand the signature history of this IDP.

5. Click the IDP Review Phase drop down and select the appropriate phase for this approval.

6. Add comments and select the checkboxes as appropriate.

7. Click the "Click here to sign" button

Individual Development Plan

Employee Demographics

Name	CAYCE, EDGAR	Employee Type	CIVILIAN-APP
Official UIC	DEMO1	Official Org code	N02
Assigned UIC	DEMO1	Assigned Org code	N15

2013 IDP

Status: Pending Supervisor Approval

Position Information | Goals and Objectives | Mandatory Training | KSA Selection | Short Range Training | Long Range Training | DAWIA Training | Submit/Approve | Communications | IDP History

Confirmation

By signing off the space below, the employee ratifies the content in the IDP and the supervisor confirms the approval of the IDP. Supervisor's approval of IDP does not equal to the approval of SF182 Form. Employee shall complete the SF182 approval process before taking classes that require funding.

Signature History

entry date	status	description	employee signature	signature date	supervisor signature	signature date	signed by	comments
11/15/2012	Unapproved	Beginning of the Year	CAYCE.EDGAR.1247963223	11/15/2012			employee	Please review my IDP.
8/15/2012	Unapproved	Beginning of the Year	CAYCE.EDGAR.1247963223	8/15/2012			employee	Please review the initial inputs I've added to my IDP. Thanks.

IDP Review phase: **Beginning of the Year**

Comments: Looks good. Keep me informed how you're progressing.

Are you interested in having a mentor? ☒ (Click [here](#) to review CNIC Mentor Program)

Are you interested in a developmental assignment? ☒ (Click [here](#) to review CNIC Developmental Assignment Program)

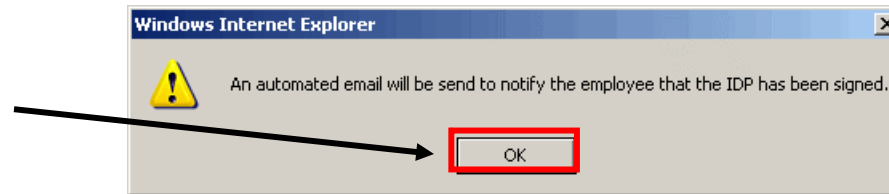
[Click here to sign](#)

An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.

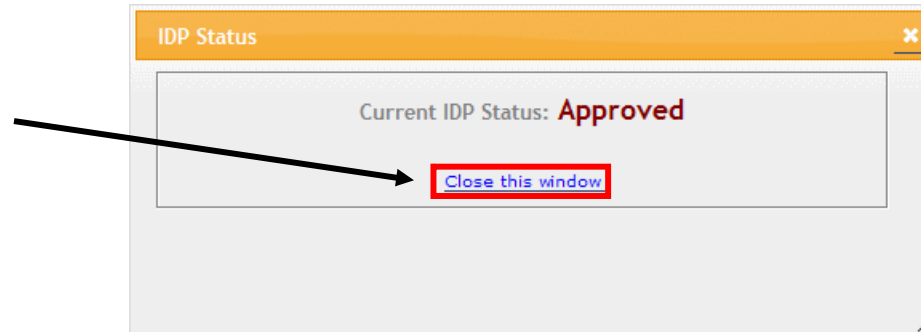
Approving an IDP

The status of this IDP will change to reflect your approval. If the employee makes any changes to the IDP after it has been approved the status will change again to “Updated”. The employee must re-submit their signature for your approval of these changes.

8. Click OK.



9. The status of the IDP has now been changed to “Approve”. Click the link to close the window.



Accessing the IDP Administration Tool

The IDP Administration tool is usually given to personnel involved in the management of IDPs in a local command, department, or group. They are referred to here as IDP Coordinators.

To access the IDP Administration tool*:

1. From the Home Page click on the **Tools/Function** button on the Actions Menu.
2. From Tools/Functions choose the **IDP Administration** button located under the Training Tools header.

**You must have the appropriate privileges to access this tool.*



Searching for Employees

The TWMS IDP Administration tool will open in a new window. This tool allows you to send specific messages, export various lists of IDP information, or archive IDPs. These actions will only take place for the employees you have selected who are within your scope whether or not they have an active IDP.

To search for employees:

1. Select and/or enter your search criteria here.

Click here to reset your search criteria.

2. Depending on the list of employees you want in your result set, click either the **Search IDP Employees** or the **Search Employees with No Active IDP Employees** button.

The screenshot displays the 'Employee Search Criteria' form. A red box highlights the 'UICs' section, which includes a list of UICs and a 'Reset' button. An arrow points from the text 'Click here to reset your search criteria.' to the 'Reset' button. Below the UICs list is a 'Select All UICs' button. The 'Messages' section includes a 'Select Email Message' dropdown and a 'Type Additional Comments' text area. At the bottom, there are two search buttons: 'Search IDP Employees' and 'Search Employees with No Active IDP'. Arrows point from the text 'Search IDP Employees' and 'Search Employees with No Active IDP' to their respective buttons. A footer note states: '* All column headers are sortable'.

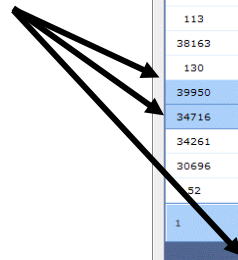
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Selecting Employees

After entering your search criteria and performing a search you can select one, several, or all employees displayed in your search results.

To select employees:

1. Select the employees individually by clicking on the row corresponding to their name or select all by clicking the **Select All IDP Employees** button.



DEMO1: COMMANDER, NAVY APPLICATION DEMO COMMAND

Messages
Select Email Message:
Type Additional Comments:

Employees with Currently Active IDP *

Search IDP Employees

idp_id	Last Name	First Name	MI	UIC	Assign UIC	Assign Org	SMC	Type	Date Entered
43800	AAAAAAA	BBBBBBB	C	DEMO2	DEMO1	N6		CA	2012-10-02
100	ADAM	ROBERT		DEMO1	DEMO1	N3		MA	2012-01-17
113	BANVILLE	JOHN		DEMO1	DEMO1	N3		CC	2012-02-14
38163	BRUCE	JAMES		DEMO1	DEMO1	N15		MA	2012-08-30
130	BURKE	EDMUND		DEMO1	DEMO1	N61		NA	2012-02-15
39950	CARSON	WILLIE		DEMO1	DEMO1	N15		MA	2012-09-11
34716	CAYCE	EDGAR		DEMO1	DEMO1	N15		CA	2012-08-12
34261	MARTIN	JULIA		DEMO1	DEMO1	N6		CC	2012-08-08
30696	NORMAN	RUTH	UR...	DEMO1	DEMO1	N001		CA	2012-07-17
52	SWIFT	ROB		DEMO1	DEMO1	N00		CA	2011-11-04

1 Page 1 of 1 (10 items)

Select All IDP Employees Archive Selected IDPs Email Selected IDP Employees Export List of Employees to Excel
Export Employee's Trainings to Excel Export Employee's IDP to Excel

Employees with No Active IDP *

Search Employees with No Active IDP

All column headers are sortable

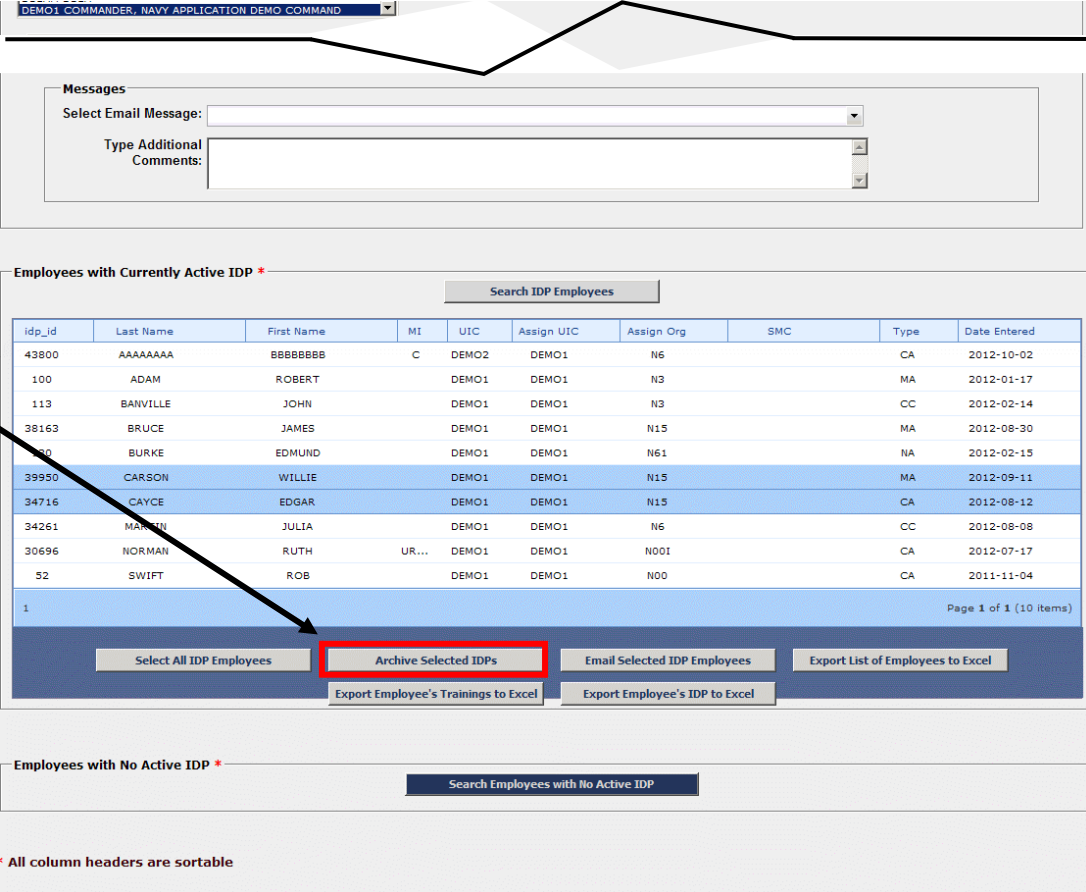
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Archiving IDPs

You now have several options to choose from once you have made your employee selection. Choices displayed here may be different from what is available for your command.

To archive IDPs for selected employees:

1. Click the **Archive Selected IDPs** button.



DEMO1: COMMANDER, NAVY APPLICATION DEMO COMMAND

Messages

Select Email Message:

Type Additional Comments:

Employees with Currently Active IDP *

Search IDP Employees

idp_id	Last Name	First Name	MI	UIC	Assign UIC	Assign Org	SMC	Type	Date Entered
43800	AAAAA	BBBBBBB	C	DEMO2	DEMO1	N6		CA	2012-10-02
100	ADAM	ROBERT		DEMO1	DEMO1	N3		MA	2012-01-17
113	BANVILLE	JOHN		DEMO1	DEMO1	N3		CC	2012-02-14
38163	BRUCE	JAMES		DEMO1	DEMO1	N15		MA	2012-08-30
500	BURKE	EDMUND		DEMO1	DEMO1	N61		NA	2012-02-15
39950	CARSON	WILLIE		DEMO1	DEMO1	N15		MA	2012-09-11
34716	CAYCE	EDGAR		DEMO1	DEMO1	N15		CA	2012-08-12
34261	MARTIN	JULIA		DEMO1	DEMO1	N6		CC	2012-08-08
30696	NORMAN	RUTH	UR...	DEMO1	DEMO1	N001		CA	2012-07-17
52	SWIFT	ROB		DEMO1	DEMO1	N00		CA	2011-11-04

1 Page 1 of 1 (10 items)

Select All IDP Employees Archive Selected IDPs Email Selected IDP Employees Export List of Employees to Excel

Export Employee's Trainings to Excel Export Employee's IDP to Excel

Employees with No Active IDP *

Search Employees with No Active IDP

All column headers are sortable

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Emailing Employees

To send an email to selected employees:

1. Click the dropdown and select the appropriate email to send to all selected employees and/or you can type in your own message in the "Type Additional Comments" field. Any additional comments will be appended to a selected message.

DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND

Messages

Select Email Message: **CNIC IDP Administration**

Type Additional Comments:

Email 1: Purpose: send to a new Employee to announce availability to his/her IDP. Subject Title: New Employee IDP. Message: All CNIC employees should have an Individual Development Plan (IDP) to manage their career. As a new CNIC employee, you have 90 days to create your IDP located in the Total Workforce Management Service (TWMS). Please create and save your IDP. Your supervisor will be notified that it is ready for review and approval. Your IDP can be accessed through your TWMS Self-Service account by clicking one of the following links: <https://twms.nmci.navy.mil/login.asp>

Email 2: Purpose: send to the Employee to announce Initial Assessment of the IDP. Subject Title: Individual Development Plan. Message: Your Individual Development Plan (IDP) is now available for you to populate. Please review your career goal and your competency gap assessment to determine your goals for this year. Please visit the CNIC Center for Workforce Development for tools to assist you in this process (<https://g2.cnic.navy.mil/solutions/ewd/default.aspx>). After your review, update/create and save your IDP. Your supervisor will be notified it is available for review and approval. Your IDP can be accessed through your TWMS Self-Service account by clicking one of the following links: <https://twms.nmci.navy.mil/selfservice> or <https://mytwms.nmci.navy.mil>.

Email 3: Purpose: send to the Employee to announce Final Assessment of the IDP. Subject Title: Individual Development Plan - Final Assessment. Message: The Review Phase of the Workforce Development Cycle is quickly approaching. Please access your Individual Development Plan (IDP) within 10 business days. Update the form with your final assessment, save your changes, and your supervisor will be notified that it is available for review and approval. Your IDP can be accessed through your TWMS Self-Service account by clicking one of the following links: <https://twms.nmci.navy.mil/selfservice> or <https://mytwms.nmci.navy.mil>

Email 4: Purpose: send to the Employee to inform him/her that his/her IDP has been Archived. Subject Title: Individual Development Plan - Archived. Message: Your Individual Development Plan (IDP) in TWMS has been archived. Your Archived IDP can be accessed through your TWMS Self-Service account by clicking one of the following links: <https://twms.nmci.navy.mil/selfservice> or <https://mytwms.nmci.navy.mil>

Email 5: Purpose: send to the Employee to notify him/her that he/she does not have an IDP recorded in TWMS. Subject Title: Individual Development Plan. Message: All CNIC employees should have an Individual Development Plan (IDP) to manage their career and our records indicate that your IDP has not been completed. As a CNIC employee, you create your IDP located in the Total Workforce Management Service (TWMS). If you need additional assistance, the CNIC Center for Workforce Development website has tools to assist you in this process (<https://g2.cnic.navy.mil/solutions/ewd/default.aspx>). When you have created and saved your IDP, your supervisor will be notified that it is ready for review and approval. Your IDP can be accessed through your TWMS Self-Service account by clicking one of the following links: <https://twms.nmci.navy.mil/selfservice> or <https://mytwms.nmci.navy.mil>

Employee ID	Last Name	First Name	UR ...	DEMO1	DEMO1	N001	CA	2012-07-17
43800	AAAAAAA							
100	ADAM							
113	BANVILLE							
38163	BRUCE							
130	BURKE							
39950	CARSON							
34716	CAYCE							
34261	MARTIN							
30696	NORMAN	RUTH	UR ...	DEMO1	DEMO1	N001	CA	2012-07-17
52	SWIFT	ROB		DEMO1	DEMO1	N00	CA	2011-11-04

Page 1 of 1 (10 items)

Select All IDP Employees Archive Selected IDPs **Email Selected IDP Employees** Export List of Employees to Excel

Export Employee's Comments to Excel Export Employee's IDP to Excel

Employees with No Active IDP

Search Employees with No Active IDP

All column headers are sortable

2. Click the **Email Selected IDP Employees** button.

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Exporting Lists

To export a list of employees, a list of trainings, or a list of employee's IDPs for selected employees:

1. Click one of the three **Export...** buttons available to you.

DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND

Messages
 Select Email Message:
 Type Additional Comments:

Employees with Currently Active IDP *

Search IDP Employees

idp_id	Last Name	First Name	MI	UIC	Assign UIC	Assign Org	SMC	Type	Date Entered
43800	AAAAAAA	BBBBBBB	C	DEMO2	DEMO1	N6		CA	2012-10-02
100	ADAM	ROBERT		DEMO1	DEMO1	N3		MA	2012-01-17
113	BANVILLE	JOHN		DEMO1	DEMO1	N3		CC	2012-02-14
38163	BRUCE	JAMES		DEMO1	DEMO1	N15		MA	2012-08-30
130	BURKE	EDMUND		DEMO1	DEMO1	N61		NA	2012-02-15
10080	CARSON	WILLIE		DEMO1	DEMO1	N15		MA	2012-09-11
34116	EDGAR	EDGAR		DEMO1	DEMO1	N15		CA	2012-08-12
1261	MARTIN	JULIA		DEMO1	DEMO1	N6		CC	2012-08-08
30696	NORMAN	RUTH	UR...	DEMO1	DEMO1	N001		CA	2012-07-17
52	SWIFT	ROB		DEMO1	DEMO1	N00		CA	2011-11-04

Page 1 of 1 (10 items)

Select All IDP Employees Archive Selected IDPs Email Selected IDP Employees **Export List of Employees to Excel**
Export Employee's Trainings to Excel **Export Employee's IDP to Excel**

Employees with No Active IDP *

Search Employees with No Active IDP

* All column headers are sortable

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